



New Jersey Department of Children and Families Policy Manual

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NJ SPIRIT OVERVIEW

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NJ SPIRIT stands for New Jersey Statewide Protective Investigation, Reporting and Information Tool. NJ SPIRIT is abbreviated as "NJS" throughout the on-line Manual. NJ SPIRIT is a comprehensive, automated case management tool that integrates various aspects of case practice in a single statewide system, including intake, investigation, case planning, case recording, resource management, service delivery tracking, and financial management.

NJ SPIRIT is built to meet Federal requirements for a Statewide Automated Child Welfare Information System (SACWIS).

NJ SPIRIT DATA MODIFICATIONS

8-9-2010

All NJ SPIRIT data modification requests must be requested through the NJ SPIRIT Help Desk (HD). Data modifications include, but are not limited to:

- Reopening cases and investigations;
- Component history date changes; and
- Investigation finding changes/reversals not related to an appeal (e.g., due to a Family Court reversal, or case practice review). Note: See [CP&P-II-C-6-400](#) for NJS finding changes related to an appeal.

Staff will be asked to provide the necessary information in order to process each request. Actions requiring Local Office Manager level authorization (e.g., change in findings) will be requested by NJS HD/IT staff and accepted via e-mail.